

Course Name	QuickBooks® Complete ACCT 1410 Section 21
CRN	90981
Description	<i>Previously ACCT 160.</i> This course is offered as a Blended course only. Covers QuickBooks® Pro software for small business. Includes transaction recording for service and merchandising businesses, bank reconciliation, payroll and end-of-period procedures, financial reporting and conversion of manual business records into QuickBooks®. ACCT 1411/1412/1413 are equivalent to this course.
Prerequisites	Recommended prerequisite: ACCT 1111 is strongly recommended for all students taking this course.
Start and End Dates	May 18, 2009 – August 9, 2009
Instructor Name	Cheryl Bartlett
Phone	Desk: 224-5616 Voice Mail: 224-3900 Ext. 0413 BIT Division
Email	cbartlett@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	Final Exam – date(s) to be determined
Required Texts	QuickBooks® Pro 2008: Complete and Software Learning Pkg By Janet Horne Publisher: Pearson/ Prentice Hall Copyright: 2008 ISBN: 9780138149628

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Software Requirements: software student must purchase for this course.	<p>The software <u>DOES</u> come with the book.</p> <p>(1) You must also have Excel 2002 or higher because all assignments must be submitted in Excel.</p>
Recommended connection speed (Dial up, DSL, or High speed)	Dial up should be fine for the course. Downloads will be somewhat slower and web pages may take longer to load.
Additional requirements for this course	None.
Online Information and time commitment	<p>Students may begin adding the class in Black Board at 8:00 am on May 18, 2009.</p> <p>Weekly postings to the discussion board are required.</p> <p>Expect to spend approximately 8-10 hours per week on this class.</p>
Additional instructions for registered students	<p>Go to the instructor's Webpage for additional instructions and information:</p> <p>http://planet.cnm.edu/cbartlett/</p> <p>Click on the Distance Learning Link. Then the course you are interested in.</p>

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DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php